



Administrative Support I

Details

Job ID : 467

Title : Administrative Support I

Job Code : 401

Salary : \$1,667.00 (Monthly)

Grade : 4

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception
- Administrative Services - Auditing Services
- Court Services - Records and Statistics
- Drug Court
- Court Services - Education
- Technology Services
- Juvenile Services
- Office Of General Counsel
- Pretrial Services
- Court Services - Mediation
- Court Services - Clerk Services
- Court Services - Court Interpreting
- Court Services
- Administrative Services - Real Property
- Administrative Services

Purpose

RESPONSIBLE FOR ADMINISTRATIVE AND CLERICAL DUTIES SUPPORTING THE DEPARTMENT STAFF AND PROGRAMS, INCLUDING THE PREPARATION, REVIEW, AND MAINTENANCE OF DEPARTMENT RECORDS AND POLICIES.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 1 Year of Work Experience

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL
- SOME TRAVEL MAY BE REQUIRED
- MICROSOFT OFFICE

Job Preferred Knowledge

- CUSTOMER SERVICE EXPERIENCE

Job Duties

- MAY ANSWER DEPARTMENT PHONE CALLS
- MAY COORDINATE SCHEDULES AND/OR TRAVEL FOR STAFF AND/OR CONFERENCES/MEETINGS
- MAY PREPARE AND MAINTAIN A VARIETY OF DEPARTMENTAL DOCUMENTS AND RECORDS, INCLUDING DATABASES
- MAY MONITOR AND ORDER DEPARTMENT SUPPLIES AND/OR EQUIPMENT
- MAY MAINTAIN DEPARTMENT INVENTORY
- MAY ASSIST WITH INDIVIDUAL DEPARTMENT DUTIES SUCH AS SPECIAL PROJECTS, GRANTS, SITE VISITS, SITE AUDITS, COMPILATION OF JURY LISTS, TRACKING OF LEGISLATIVE BILLS AND OTHER INDIVIDUAL DEPARTMENT RELATED TASKS
- MAY PERFORM DEPARTMENT PERSONNEL FUNCTIONS



Administrative Support I

Job Duties

- MAY PRODUCE AND ASSESS REPORTS TO ASSIST IN STATEWIDE MANAGEMENT
- MAY HANDLE SPECIALIZED PROGRAM ELEMENTS IN THE ABSENCE OF MANAGERS
- OTHER DUTIES AS ASSIGNED



Administrative Support II

Details

Job ID : 470

Title : Administrative Support II

Job Code : 501

Salary : \$1,784.00 (Monthly)

Grade : 5

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception
- Administrative Services - Auditing Services
- Court Services - Records and Statistics
- Drug Court
- Court Services - Education
- Technology Services
- Juvenile Services
- Office Of General Counsel
- Pretrial Services
- Court Services - Mediation
- Court Services - Clerk Services
- Court Services - Court Interpreting
- Administrative Services - Real Property
- Administrative Services

Purpose

RESPONSIBLE FOR ADMINISTRATIVE AND CLERICAL DUTIES SUPPORTING THE DEPARTMENT STAFF AND PROGRAMS, INCLUDING THE PREPARATION, REVIEW, AND MAINTENANCE OF DEPARTMENT RECORDS AND POLICIES.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 2 Years of Related Experience

Job Required Knowledge

- 2 YEARS OF RELATED EXPERIENCE MUST BE COURT EXPERIENCE

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL
- SOME TRAVEL MAY BE REQUIRED

Job Preferred Knowledge

- CUSTOMER SERVICE EXPERIENCE

Job Duties

- MAY ANSWER DEPARTMENT PHONE CALLS
- MAY COORDINATE SCHEDULES AND/OR TRAVEL FOR STAFF AND/OR CONFERENCES/MEETINGS
- MAY PREPARE AND MAINTAIN A VARIETY OF DEPARTMENTAL DOCUMENTS AND RECORDS, INCLUDING DATABASES
- MAY MONITOR AND ORDER DEPARTMENT SUPPLIES AND/OR EQUIPMENT
- MAY MAINTAIN DEPARTMENT INVENTORY
- MAY ASSIST WITH INDIVIDUAL DEPARTMENT DUTIES SUCH AS SPECIAL PROJECTS, GRANTS, SITE VISITS, SITE AUDITS, COMPILATION OF JURY LISTS, TRACKING OF LEGISLATIVE BILLS AND OTHER INDIVIDUAL DEPARTMENT RELATED TASKS



Administrative Support II

Job Duties

- MAY PERFORM DEPARTMENT PERSONNEL FUNCTIONS
- MAY PRODUCE AND ASSESS REPORTS TO ASSIST IN STATEWIDE MANAGEMENT
- MAY HANDLE SPECIALIZED PROGRAM ELEMENTS IN THE ABSENCE OF MANAGERS
- OTHER DUTIES AS ASSIGNED



Administrative Support III

Details

Job ID : 469

Title : Administrative Support III

Job Code : 601

Salary : \$1,909.00 (Monthly)

Grade : 6

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception
- Administrative Services - Auditing Services
- Court Services - Records and Statistics
- Drug Court
- Court Services - Education
- Technology Services
- Juvenile Services
- Office Of General Counsel
- Pretrial Services
- Court Services - Mediation
- Court Services - Clerk Services
- Court Services - Court Interpreting
- Administrative Services - Real Property
- Administrative Services

Purpose

RESPONSIBLE FOR ADMINISTRATIVE AND CLERICAL DUTIES SUPPORTING THE DEPARTMENT STAFF AND PROGRAMS, INCLUDING THE PREPARATION, REVIEW, AND MAINTENANCE OF DEPARTMENT RECORDS AND POLICIES.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 3 Years of Related Experience

Job Required Knowledge

- 3 YEARS OF RELATED EXPERIENCE MUST BE COURT EXPERIENCE

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL
- SOME TRAVEL MAY BE REQUIRED
- MICROSOFT OFFICE

Job Preferred Knowledge

- CUSTOMER SERVICE EXPERIENCE

Job Duties

- MAY ANSWER DEPARTMENT PHONE CALLS
- MAY COORDINATE SCHEDULES AND/OR TRAVEL FOR STAFF AND/OR CONFERENCES/MEETINGS
- MAY PREPARE AND MAINTAIN A VARIETY OF DEPARTMENTAL DOCUMENTS AND RECORDS, INCLUDING DATABASES
- MAY MONITOR AND ORDER DEPARTMENT SUPPLIES AND/OR EQUIPMENT
- MAY MAINTAIN DEPARTMENT INVENTORY



Administrative Support III

Job Duties

- MAY ASSIST WITH INDIVIDUAL DEPARTMENT DUTIES SUCH AS SPECIAL PROJECTS, GRANTS, SITE VISITS, SITE AUDITS, COMPILATION OF JURY LISTS, TRACKING OF LEGISLATIVE BILLS AND OTHER INDIVIDUAL DEPARTMENT RELATED TASKS
- MAY PERFORM DEPARTMENT PERSONNEL FUNCTIONS
- MAY PRODUCE AND ASSESS REPORTS TO ASSIST IN STATEWIDE MANAGEMENT
- MAY HANDLE SPECIALIZED PROGRAM ELEMENTS IN THE ABSENCE OF MANAGERS
- OTHER DUTIES AS ASSIGNED



Assistant Unit Supervisor - Field Support

Details

Job ID : 246

Title : Assistant Unit Supervisor - Field Support

Job Code : 1119

Salary : \$2,863.00 (Monthly)

Grade : 11

Tenured : YES

Job Departments

- Court Services - Records and Statistics

Purpose

RESPONSIBLE FOR THE DEVELOPMENT, COORDINATION, AND IMPLEMENTATION OF TRAINING AND CONTINUING EDUCATION PROGRAMS FOR COURT SERVICES.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 4 Years of Related Experience

Job Required Knowledge

- 4 YEARS OF RELATED EXPERIENCE MUST BE IN COURT SERVICES OR CLOSELY RELATED FIELD

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL

Job Preferred Knowledge

- SUPERVISORY EXPERIENCE PREFERRED

Job Duties

- SUPERVISE PROCEDURE, CERTIFICATION, TESTING, AND OTHER RELATED PRACTICES OF COURT SERVICES
- PRODUCE AND ASSESS REPORTS TO ASSIST IN STATEWIDE MANAGEMENT
- PERFORM PERSONNEL FUNCTIONS OF THE CENTRAL OFFICE
- OTHER DUTIES AS ASSIGNED
- MAY INCLUDE NIGHTS, WEEKENDS, AND HOLIDAYS
- SOME TRAVEL IS REQUIRED



Assistant Unit Supervisor - Records

Details		Job ID : 245
Title : Assistant Unit Supervisor - Records	Job Code : 1121	
Salary : \$2,863.00 (Monthly)	Grade : 11	
Tenured : YES		
Job Departments		
<ul style="list-style-type: none">Court Services - Records and Statistics		
Purpose		
RESPONSIBLE FOR ASSISTING UNIT MANGER IN COORDINATING AND SUPERVISING THE 24/7 RECORDS UNIT		
Required Qualifications		
Education : 4 Year College Degree		
Education Substitute : Experience for Degree @ 1:1		
Experience : 4 Years of Related Experience		
Job Required Knowledge		
<ul style="list-style-type: none">EXPERIENCE WITH WINDOWS AND MICROSOFT OFFICE SUITE4 YEARS OF RELATED EXPERIENCE MUST BE WITH COURT SERVICES OR CLOSELY RELATED FIELD		
Job Skills/Abilities		
<ul style="list-style-type: none">BASIC COMPUTER SKILLSEFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORALSCHEDULE WILL INCLUDE NIGHTS, WEEKENDS AND HOLIDAYS		
Job Duties		
<ul style="list-style-type: none">ASSIST IN THE COORDINATION AND SUPERVISION OF A 24/7 RECORDS UNITOVERSEE SPECIAL PROJECTSASSIST IN THE DEVELOPMENT AND UTILIZATION OF COURTNET APPLICATIONSOTHER DUTIES AS ASSIGNEDMAY INCLUDE NIGHTS, WEEKENDS, AND HOLIDAYSSOME TRAVEL IS REQUIRED		



Data Analyst I

Details

Job ID : 327

Title : Data Analyst I
Salary : \$2,185.00 (Monthly)
Tenured : YES

Job Code : 807
Grade : 8

Job Departments

- Court Services - Records and Statistics

Purpose

RESPONSIBLE FOR ANALYZING DATA FOR ALL COURT OF JUSTICE CASE MANAGEMENT SYSTEMS.

Required Qualifications

Education : 4 Year College Degree
Education Substitute : Experience for Degree @ 1:1
Experience : 1 Year of Related Experience

Job Required Knowledge

- BASIC KNOWLEDGE OF MICROSOFT SQL
- 1 YEAR OF EXPERIENCE MUST BE IN COMPUTER PROGRAM OR DATA ANALYSIS

Job Skills/Abilities

- BASIC UNDERSTANDING OF DATABASES AND REPORT DESIGNS
- GOOD COMMUNICATION AND COMPUTER SKILLS
- MUST HAVE A VALID DRIVER'S LICENSE

Job Duties

- PRODUCE STATISTICS ON DATA PROBLEMS WITHIN CASE MANAGEMENT SYSTEM
- ABILITY TO CREATE SIMPLE CRYSTAL REPORTS
- OTHER DUTIES AS ASSIGNED



Data Analyst II

Details

Job ID : 328

Title : Data Analyst II

Job Code : 907

Salary : \$2,366.00 (Monthly)

Grade : 9

Tenured : YES

Job Departments

- Court Services - Records and Statistics

Purpose

RESPONSIBLE FOR ANALYZING DATA FOR ALL COURT OF JUSTICE CASE MANAGEMENT SYSTEMS.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : None

Experience : 3 Years of Related Experience

Job Required Knowledge

- INTERMEDIATE KNOWLEDGE OF MICROSOFT SQL
- 3 YEARS RELATED EXPERIENCE MUST BE AS DATA ANALYST I

Job Skills/Abilities

- GOOD COMMUNICATION AND COMPUTER SKILLS
- MUST HAVE A VALID DRIVER'S LICENSE

Job Duties

- TRAIN DATA ANALYST I
- MONITOR AND TRACK ALL STATISTICAL DATA REQUESTS
- PRODUCE STATISTICS ON DATA WITHIN COURT OF JUSTICE CASE MANAGEMENT SYSTEMS
- ABILITY TO CREATE SIMPLE CRYSTAL REPORTS
- OTHER DUTIES AS ASSIGNED



Data Analyst III

Details

Job ID : 329

Title : Data Analyst III

Job Code : 1007

Salary : \$2,603.00 (Monthly)

Grade : 10

Tenured : YES

Job Departments

- Court Services - Records and Statistics

Purpose

RESPONSIBLE FOR ANALYZING DATA FOR ALL COURT OF JUSTICE CASE MANAGEMENT SYSTEMS.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : None

Experience : 3 Years of Related Experience

Job Required Knowledge

- INTERMEDIATE KNOWLEDGE OF MICROSOFT SQL
- 3 YEARS RELATED EXPERIENCE MUST BE AS DATA ANALYST II

Job Skills/Abilities

- GOOD COMMUNICATION AND COMPUTER SKILLS
- MUST HAVE A VALID DRIVER'S LICENSE

Job Duties

- TRAIN DATA ANALYST I AND ANALYST II
- MONITOR AND TRACK ALL STATISTICAL DATA REQUESTS
- PRODUCE STATISTICS ON DATA WITHIN COURT OF JUSTICE CASE MANAGEMENT SYSTEMS
- ABILITY TO CREATE SIMPLE CRYSTAL REPORTS
- OTHER DUTIES AS ASSIGNED



Evaluator Analyst

Details

Job ID : 496

Title : Evaluator Analyst

Job Code : 1341

Salary : \$3,338.00 (Monthly)

Grade : 13

Tenured : YES

Job Departments

- Court Services - Records and Statistics

Purpose

Performs internal evaluation of court programs, processes, and systems through quantitative and qualitative methodological analyses.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : None

Experience : 2 Years of Work Experience

Job Required Knowledge

- Two years of related experience required in social science research or evaluation experience

Job Skills/Abilities

- Qualitative and Quantitative Methodological Analyses
- Statistical Analyses and Interpretation
- Social Science Research of Literature
- Outcome, Process, and Needs Assessment Analyses
- Computer and Statistical Package Skills
- Good Communication Skills
- Formal Reporting and Presentation Skills

Job Preferred Knowledge

- Master's Degree preferred in social science

Job Duties

- Performing outcome and process evaluations of court programs, processes, and systems
- Performing qualitative and quantitative methodological analyses
- Assessing needs of court programs, processes, and systems
- Providing recommendations based on evaluations/assessments
- Assisting Court of Justice and AOC departments with developing goals, objectives, outcome measurement, statistical measures and developing statistical databases
- Researching best practices of court programs and current evidence-based reports on court programs
- Formal reporting and presentation
- May serve on various committees as expertise is needed
- Other duties as assigned



Field Support Clerk I

Details

Job ID : 292

Title : Field Support Clerk I

Job Code : 515

Salary : \$1,784.00 (Monthly)

Grade : 5

Tenured : YES

Job Departments

- Court Services - Records and Statistics

Purpose

RESPONSIBLE FOR MAINTAINING THE SECURITY AND ACCESS TO COURTNET AND ITS DERIVATIVE SYSTEMS AND INCLUDES ADMINISTRATIVE DUTIES TO SUPPORT ALL PRETRIAL SERVICES PROGRAMS.

Required Qualifications

Education : 2 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : None

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL

Job Preferred Knowledge

- CUSTOMER SERVICE EXPERIENCE

Job Duties

- REGISTERING AUTHORIZED USERS OF COURTNET
- RESOLVE CUSTOMER COMPLAINTS
- TRACK INAPPROPRIATE USE OF COURTNET AND ITS DERIVATIVE SYSTEMS
- PRODUCE AND ASSESS REPORTS TO ASSIST IN STATEWIDE MANAGEMENT
- MONITOR AND ORDER SUPPLIES AND/OR EQUIPMENT
- COORDINATE SCHEDULES AND TRAVEL FOR STAFF AND/OR CONFERENCE/MEETINGS
- OTHER DUTIES AS ASSIGNED
- MAY INCLUDE NIGHTS, WEEKENDS, AND HOLIDAYS
- SOME TRAVEL IS REQUIRED



Field Support Clerk II

Details

Job ID : 293

Title : Field Support Clerk II

Job Code : 615

Salary : \$1,909.00 (Monthly)

Grade : 6

Tenured : YES

Job Departments

- Court Services - Records and Statistics

Purpose

RESPONSIBLE FOR MAINTAINING THE SECURITY AND ACCESS TO COURTNET AND ITS DERIVATIVE SYSTEMS AND INCLUDES ADMINISTRATIVE DUTIES TO SUPPORT ALL COURT SERVICES PROGRAMS.

Required Qualifications

Education : 2 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 2 Years of Related Experience

Job Required Knowledge

- 2 YEARS OF RELATED EXPERIENCE MUST BE AS A FIELD SUPPORT CLERK I

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS – WRITTEN AND ORAL

Job Preferred Knowledge

- CUSTOMER SERVICE EXPERIENCE

Job Duties

- REGISTERING AUTHORIZED USERS OF COURTNET
- RESOLVE CUSTOMER COMPLAINTS
- TRACK INAPPROPRIATE USE OF COURTNET AND ITS DERIVATIVE SYSTEMS
- PRODUCE AND ASSESS REPORTS TO ASSIST IN STATEWIDE MANAGEMENT
- MONITOR AND ORDER SUPPLIES AND/OR EQUIPMENT
- COORDINATE SCHEDULES AND TRAVEL FOR STAFF AND/OR CONFERENCE/MEETINGS
- OTHER DUTIES AS ASSIGNED
- MAY INCLUDE NIGHTS, WEEKENDS, AND HOLIDAYS
- SOME TRAVEL IS REQUIRED



Field Support Clerk III

Details

Job ID : 294

Title : Field Support Clerk III

Job Code : 715

Salary : \$2,042.00 (Monthly)

Grade : 7

Tenured : YES

Job Departments

- Court Services - Records and Statistics

Purpose

RESPONSIBLE FOR MAINTAINING THE SECURITY AND ACCESS TO COURTNET AND ITS DERIVATIVE SYSTEMS AND INCLUDES ADMINISTRATIVE DUTIES TO SUPPORT ALL COURT SERVICES PROGRAMS.

Required Qualifications

Education : 2 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 4 Years of Related Experience

Job Required Knowledge

- 4 YEARS OF RELATED EXPERIENCE MUST BE AS A FIELD SUPPORT CLERK II

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL

Job Preferred Knowledge

- CUSTOMER SERVICE EXPERIENCE

Job Duties

- REGISTERING AUTHORIZED USERS OF COURTNET
- RESOLVE CUSTOMER COMPLAINTS
- TRACK INAPPROPRIATE USE OF COURTNET AND ITS DERIVATIVE SYSTEMS
- PRODUCE AND ASSESS REPORTS TO ASSIST IN STATEWIDE MANAGEMENT
- MONITOR AND ORDER SUPPLIES AND/OR EQUIPMENT
- COORDINATE SCHEDULES AND TRAVEL FOR STAFF AND/OR CONFERENCE MEETINGS
- OTHER DUTIES AS ASSIGNED
- MAY INCLUDE NIGHTS, WEEKENDS, AND HOLIDAYS
- SOME TRAVEL IS REQUIRED



Field Support Training Specialist

Details

Job ID : 249

Title : Field Support Training Specialist

Job Code : 1017

Salary : \$2,603.00 (Monthly)

Grade : 10

Tenured : YES

Job Departments

- Court Services - Records and Statistics

Purpose

RESPONSIBLE FOR ASSISTING WITH THE DEVELOPMENT, COORDINATION, AND CONTINUING EDUCATION PROGRAMS FOR COURT SERVICES INCLUDING CURRICULUM DEVELOPMENT AND TRAINING DELIVERY.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 3 Years of Related Experience

Job Required Knowledge

- 3 YEARS OF RELATED EXPERIENCE MUST BE IN COURT SERVICES OR CLOSELY RELATED FIELD

Job Skills/Abilities

- ADVANCED COMPUTER SKILLS
- PROBLEM SOLVING SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL

Job Preferred Knowledge

- COURT SYSTEM, TRAINING EXPERIENCE PREFERRED

Job Duties

- DEVELOPS, IMPLEMENTS, AND EVALUATES COMPREHENSIVE EDUCATION CURRICULA, PROGRAMS, POLICIES, AND PUBLICATIONS FOR COURT SERVICES
- PLANS COORDINATES TRAINING FOR COURT SERVICES, INCLUDING OVERSIGHT OF PROGRAM FACILITIES, TRAVEL LODGING, FOOD AND BEVERAGE SERVICES, EQUIPMENT, CONSULTANTS AND FACULTY
- INSTRUCTIONS AND SUPPORT OF SPECIFIC JOB FUNCTIONS WITHIN COURT SERVICES
- PROVIDE TRAINING AND CERTIFICATION FOR USERS OF COURTNET BOTH WITHIN AND OUTSIDE THE COURT OF JUSTICE
- OTHER DUTIES AS ASSIGNED
- MAY INCLUDE NIGHTS, WEEKENDS, AND HOLIDAYS
- OVERNIGHT STATEWIDE TRAVEL IS REQUIRED



Operations Supervisor

Details

Job ID : 235

Title : Operations Supervisor

Job Code : 1407

Salary : \$3,538.00 (Monthly)

Grade : 14

Tenured : YES

Job Departments

- Court Services - Records and Statistics
- Pretrial Services
- Court Services

Purpose

KNOWLEDGE AND CAPACITY TO SUPERVISE, DESIGN, TRAIN, AND IMPLEMENT ALL ASPECTS OF STATEWIDE OPERATIONS.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : None

Experience : 3 Years of Related Experience

Job Required Knowledge

- UNDERSTANDING THE REQUIREMENTS OF ALL SERVICES WITHIN PRETRIAL AND/OR COURT SERVICES
- 3 YEARS OF RELATED EXPERIENCE MUST INCLUDE PRETRIAL SERVICES OR RELATED COJ PROGRAMS/SERVICES

Job Skills/Abilities

- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL
- USE OF TECHNOLOGY TO ACCOMPLISH OPERATIONAL GOALS

Job Preferred Knowledge

- SUPERVISORY EXPERIENCE
- HISTORY OF BAIL
- HIGH DEGREE OF UNDERSTANDING OF PRETRIAL OR OTHER COJ SERVICES/PROGRAMS AND/OR THEIR SERVICES OPERATIONAL FUNCTIONS

Job Duties

- COORDINATION WITH ALL AOC DEPARTMENTS AND OTHER GOVERNMENTAL AND PRIVATE SECTOR ORGANIZATIONS TO MEET ALL DEPARTMENTAL NEEDS
- ENSURING NECESSARY ADMINISTRATIVE FUNCTIONS ARE COMPLETED AS THEY RELATE TO PROGRAM STAFF
- FACILITATE THE OPERATION OF THE STATEWIDE PROGRAM IN THE ABSENCE OF THE MANAGER
- OTHER DUTIES AS ASSIGNED
- MAY INCLUDE NIGHTS, WEEKENDS, AND HOLIDAYS
- STATEWIDE TRAVEL AND OVERNIGHT REQUIREMENTS



Program Supervisor - Accessioning

Details

Job ID : 242

Title : Program Supervisor - Accessioning

Job Code : 919

Salary : \$2,366.00 (Monthly)

Grade : 9

Tenured : YES

Job Departments

- Court Services - Records and Statistics

Purpose

RESPONSIBLE FOR SUPERVISING AND COORDINATING ACTIVITIES OF THE ACCESSIONING CLERKS, ACCESSING AND MONITORING RECORDS MANAGEMENT, AND MANAGING LONG-TERM STORAGE OF COURT RECORDS STATEWIDE

Required Qualifications

Education : 4 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 2 Years of Related Experience

Job Required Knowledge

- 2 YEARS RELATED EXPERIENCE MUST BE IN RECORDS MANAGEMENT OR CLOSELY RELATED FIELD

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL
- MUST BE ABLE TO LIFT 50 POUNDS
- EXTENSIVE STATEWIDE TRAVEL WITH OVERNIGHT REQUIREMENTS

Job Preferred Knowledge

- KENTUCKY COURT OF JUSTICE RETENTION SCHEDULES, RECORD STORAGE AND PRESERVATION.
- KNOWLEDGE AND USE OF SCANNING, MICROFILM OR OTHER ALTERNATIVE MEDIA PREFERRED.

Job Duties

- SUPERVISE ACCESSIONING STAFF
- INVENTORY AND BOX COURT RECORDS FOR ARCHIVING
- PREPARE TRANSMITTAL DOCUMENTS FOR KDLA FOR STORAGE AND RETRIEVAL OF RECORDS
- PREPARE THE DESTRUCTION CERTIFICATE FOR ELIGIBLE RECORDS
- TRANSPORT RECORDS TO A CENTRAL LOCATION
- OTHER DUTIES AS ASSIGNED



Program Supervisor - Records

Details

Job ID : 241

Title : Program Supervisor - Records

Job Code : 921

Salary : \$2,366.00 (Monthly)

Grade : 9

Tenured : YES

Job Departments

- Court Services - Records and Statistics

Purpose

RESPONSIBLE FOR SUPERVISING LOCAL STAFF IN 24/7 RECORDS UNIT

Required Qualifications

Education : 4 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 2 Years of Related Experience

Job Required Knowledge

- 2 YEARS OF RELATED EXPERIENCE MUST INCLUDE COURT SERVICES OR CLOSELY RELATED FIELD

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL
- SCHEDULE WILL INCLUDE NIGHTS, WEEKENDS AND HOLIDAYS

Job Preferred Knowledge

- SUPERVISORY EXPERIENCE

Job Duties

- SUPERVISE ALL ASPECTS OF THE OFFICE INCLUDING STAFFING, TRAINING AND ADMINISTRATIVE FUNCTIONS
- INTERPRETS COURT OF JUSTICE AND PRETRIAL POLICIES FOR OFFICE STAFF
- ANALYZES, ASSISTS AND RESOLVES WORK PROBLEMS
- SUBMITS ADMINISTRATIVE PAPERWORK AS REQUIRED
- OTHER DUTIES AS ASSIGNED
- MAY INCLUDE NIGHTS, WEEKENDS, AND HOLIDAYS
- SOME TRAVEL MAY BE REQUIRED



Project Specialist

Details

Job ID : 479

Title : Project Specialist

Job Code : 1142

Salary : \$2,863.00 (Monthly)

Grade : 11

Tenured : YES

Job Departments

- Court Services - Records and Statistics

Purpose

Responsible for all projects affecting the case management of Circuit Clerks.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 7 Years of Related Experience

Job Required Knowledge

- 7 years related experience must be court experience
- Must have a thorough understanding of current Circuit Clerk case management system

Job Skills/Abilities

- Excellent computer and communication skills
- Ability to travel statewide
- Must have a valid driver's license

Job Duties

- Work with the Office of General Counsel on Circuit Court Clerk's manual
- Write the case management system manual
- Train deputy clerks and clerks in a classroom setting
- Prepare training materials
- Coordinate with Field Representative Supervisor on new projects affecting the Field Representatives
- Review legislation for impact on case management procedure
- Assist in managing all Court Services projects relating to case management
- Other duties as assigned



Record Control Clerk I

Details

Job ID : 286

Title : Record Control Clerk I

Job Code : 517

Salary : \$1,784.00 (Monthly)

Grade : 5

Tenured : YES

Job Departments

- Court Services - Records and Statistics

Purpose

RESPONSIBLE FOR PROVIDING BACKGROUND CHECKS TO GOVERNMENT, PRIVATE SECTOR AGENCIES AND INDIVIDUALS AND PERFORM REGULAR MAINTENANCE OF AN ON-LINE CRIMINAL RECORD INFORMATION SYSTEM. ALSO RESPONSIBLE FOR PHONE OPERATION, PROCESSING INTAKE OF PUBLIC REQUESTS, AND COMPLIANCE OF REQUESTS WITH AGENCY POLICIES.

Required Qualifications

Education : 2 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : None

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS – WRITTEN AND ORAL
- DETAIL ORIENTED

Job Preferred Knowledge

- EXPERIENCE HANDLING MONEY
- CUSTOMER SERVICE EXPERIENCE

Job Duties

- PROCESSES RECORD CHECKS FOR DISSEMINATION
- RESOLVES SYSTEM PROBLEMS AND CUSTOMER COMPLAINTS
- PROCESS PHONE INQUIRIES
- DATA ENTRY AND MAINTENANCE
- AUDITING AND PROCESSING OF MONIES RECEIVED
- SOME TRAVEL MAY BE REQUIRED
- MAY INCLUDE NIGHTS, WEEKENDS, AND HOLIDAYS
- OTHER DUTIES AS ASSIGNED



Record Control Clerk II

Details

Job ID : 287

Title : Record Control Clerk II

Job Code : 617

Salary : \$1,909.00 (Monthly)

Grade : 6

Tenured : YES

Job Departments

- Court Services - Records and Statistics

Purpose

RESPONSIBLE FOR PROVIDING BACKGROUND CHECKS TO GOVERNMENT, PRIVATE SECTOR AGENCIES AND INDIVIDUALS AND PERFORM REGULAR MAINTENANCE OF AN ON-LINE CRIMINAL RECORD INFORMATION SYSTEM. ALSO RESPONSIBLE FOR PHONE OPERATION, PROCESSING INTAKE OF PUBLIC REQUESTS, COMPLIANCE OF REQUESTS WITH AGENCY POLICIES

Required Qualifications

Education : 2 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 2 Years of Related Experience

Job Required Knowledge

- 2 YEARS OF RELATED EXPERIENCE MUST BE AS A RECORD CONTROL CLERK I

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL
- DETAIL ORIENTED

Job Preferred Knowledge

- EXPERIENCE HANDLING MONEY
- CUSTOMER SERVICE EXPERIENCE

Job Duties

- PROCESSES RECORD CHECKS FOR DISSEMINATION
- RESOLVES SYSTEM PROBLEMS AND CUSTOMER COMPLAINTS
- PROCESSES PHONE INQUIRIES
- DATA ENTRY AND MAINTENANCE
- AUDITING AND PROCESSING OF MONIES RECEIVED
- SOME TRAVEL MAY BE REQUIRED
- OTHER DUTIES AS ASSIGNED



Record Control Clerk III

Details

Job ID : 288

Title : Record Control Clerk III

Job Code : 717

Salary : \$2,042.00 (Monthly)

Grade : 7

Tenured : YES

Job Departments

- Court Services - Records and Statistics

Purpose

RESPONSIBLE FOR PROVIDING BACKGROUND CHECKS TO GOVERNMENT, PRIVATE SECTOR AGENCIES AND INDIVIDUALS AND PERFORM REGULAR MAINTENANCE OF AN ON-LINE CRIMINAL RECORD INFORMATION SYSTEM. ALSO RESPONSIBLE FOR PHONE OPERATION, PROCESSING INTAKE OF PUBLIC REQUESTS, AND COMPLIANCE OF REQUESTS WITH AGENCY POLICIES.

Required Qualifications

Education : 2 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 4 Years of Related Experience

Job Required Knowledge

- 4 YEARS OF RELATED EXPERIENCE MUST BE AS A RECORD CONTROL CLERK II

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL
- DETAIL ORIENTED

Job Preferred Knowledge

- EXPERIENCE HANDLING MONEY
- CUSTOMER SERVICE EXPERIENCE

Job Duties

- PROCESSES RECORD CHECKS FOR DISSEMINATION
- RESOLVES SYSTEM PROBLEMS AND CUSTOMER COMPLAINTS
- PROCESS PHONE INQUIRIES
- DATA ENTRY AND MAINTENANCE
- AUDITING AND PROCESSING OF MONIES RECEIVED
- SOME TRAVEL MAY BE REQUIRED
- MAY INCLUDE NIGHTS, WEEKENDS, AND HOLIDAYS
- OTHER DUTIES AS ASSIGNED



Statewide Accessioning Clerk I

Details

Job ID : 275

Title : Statewide Accessioning Clerk I

Job Code : 518

Salary : \$1,784.00 (Monthly)

Grade : 5

Tenured : YES

Job Departments

- Court Services - Records and Statistics

Purpose

RESPONSIBLE FOR ACCESSING AND MONITORING RECORDS MANAGEMENT STATEWIDE

Required Qualifications

Education : 2 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : None

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL
- MUST BE ABLE TO LIFT 50 POUNDS
- EXTENSIVE TRAVEL STATEWIDE WITH OVERNIGHT REQUIREMENTS

Job Preferred Knowledge

- EXPERIENCE WITH COURT OF JUSTICE RETENTION SCHEDULES, RECORD STORAGE, AND PRESERVATION.
- KNOWLEDGE AND USE OF SCANNING, MICROFILM OR OTHER ALTERNATIVE MEDIA WOULD BE BENEFICIAL.

Job Duties

- ASSIST WITH LONG TERM STORAGE AND MANAGEMENT OF COURT RECORDS
- TRANSPORT RECORDS TO A CENTRAL LOCATION
- INVENTORY AND BOX COURT RECORDS FOR ARCHIVING
- PREPARE TRANSMITTAL DOCUMENTS FOR KDLA FOR STORAGE AND RETRIEVAL OF RECORDS
- PREPARE THE DESTRUCTION CERTIFICATE FOR ELIGIBLE RECORDS
- OTHER DUTIES AS ASSIGNED



Statewide Accessioning Clerk II

Details

Job ID : 276

Title : Statewide Accessioning Clerk II

Job Code : 618

Salary : \$1,909.00 (Monthly)

Grade : 6

Tenured : YES

Job Departments

- Court Services - Records and Statistics

Purpose

RESPONSIBLE FOR ACCESSING AND MONITORING RECORDS MANAGEMENT STATEWIDE

Required Qualifications

Education : 2 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 2 Years of Related Experience

Job Required Knowledge

- 2 YEARS RELATED EXPERIENCE MUST BE AS STATEWIDE ACCESSIONING CLERK I

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL
- MUST BE ABLE TO LIFT 50 POUNDS
- EXTENSIVE TRAVEL STATEWIDE WITH OVERNIGHT REQUIREMENTS

Job Preferred Knowledge

- EXPERIENCE WITH COURT OF JUSTICE RETENTION SCHEDULES, RECORD STORAGE, AND PRESERVATION
- KNOWLEDGE AND USE OF SCANNING, MICROFILM OR OTHER ALTERNATIVE MEDIA WOULD BE BENEFICIAL.

Job Duties

- ASSIST WITH LONG TERM STORAGE AND MANAGEMENT OF COURT RECORDS
- TRANSPORT RECORDS TO A CENTRAL LOCATION
- INVENTORY AND BOX COURT RECORDS FOR ARCHIVING
- PREPARE TRANSMITTAL DOCUMENTS FOR KDLA FOR STORAGE AND RETRIEVAL OF RECORDS
- PREPARE THE DESTRUCTION CERTIFICATE FOR ELIGIBLE RECORDS
- OTHER DUTIES AS ASSIGNED



Statewide Accessioning Clerk III

Details

Job ID : 277

Title : Statewide Accessioning Clerk III

Job Code : 718

Salary : \$2,042.00 (Monthly)

Grade : 7

Tenured : YES

Job Departments

- Court Services - Records and Statistics

Purpose

RESPONSIBLE FOR ACCESSING AND MONITORING RECORDS MANAGEMENT STATEWIDE

Required Qualifications

Education : 2 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 2 Years of Related Experience

Job Required Knowledge

- 2 YEARS RELATED EXPERIENCE MUST BE AS STATEWIDE ACCESSIONING CLERK II

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL
- MUST BE ABLE TO LIFT 50 POUNDS
- EXTENSIVE TRAVEL STATEWIDE WITH OVERNIGHT REQUIREMENTS

Job Preferred Knowledge

- EXPERIENCE WITH COURT OF JUSTICE RETENTION SCHEDULES, RECORD STORAGE, AND PRESERVATION
- KNOWLEDGE AND USE OF SCANNING, MICROFILM OR OTHER ALTERNATIVE MEDIA WOULD BE BENEFICIAL.

Job Duties

- ASSIST WITH LONG TERM STORAGE AND MANAGEMENT OF COURT RECORDS
- TRANSPORT RECORDS TO A CENTRAL LOCATION
- INVENTORY AND BOX COURT RECORDS FOR ARCHIVING
- PREPARE TRANSMITTAL DOCUMENT FOR KDLA FOR STORAGE AND RETRIEVAL OF RECORDS
- PREPARE THE DESTRUCTION CERTIFICATE FOR ELIGIBLE RECORDS
- OTHER DUTIES AS ASSIGNED



Statistician

Details

Job ID : 531

Title : Statistician

Job Code : 1602

Salary : \$3,975.00 (Monthly)

Grade : 16

Tenured : YES

Job Departments

- Court Services - Records and Statistics

Purpose

Cleaning, coding and evaluating statistical data collected by Circuit Court Clerks for purposes of improving services throughout the KCOJ.

Required Qualifications

Education : Masters Degree

Education Substitute : None

Experience : 1 Year of Related Experience

Job Required Knowledge

- Masters Degree in Applied Statistical Methods
- One year experience in a government setting, court-related setting preferred but not required
- Ability to communicate high-level statistical analyses in lay-terms
- Ability to work well with diverse audiences
- Ability to work with challenging time constraints and meet deadlines imposed by Chief Justice, Director and management team.

Job Skills/Abilities

- Communicate high-level statistical analyses into lay terms
- Ability to work well with diverse audiences
- Work with challenging time constraints and deadlines imposed by Chief Justice, Director and Management Team.

Job Preferred Knowledge

- Experience in government related setting, court-related setting preferred but not required

Job Duties

- Research and develop methods for analyzing court process and outcomes
- Find innovative ways to use data to improve existing systems and processes
- Serve as general statistical consulting resource for the Chief Justice and Director of the Administrative Office of the Courts
- Generate standard statistical reports for elected officials and external agencies
- Query relational databases using SQL
- Conduct research and analyses for purposes of generating special statistical requests



Trainer - Field Support

Details

Job ID : 274

Title : Trainer - Field Support

Job Code : 821

Salary : \$2,185.00 (Monthly)

Grade : 8

Tenured : YES

Job Departments

- Court Services - Records and Statistics

Purpose

RESPONSIBLE FOR TRAINING EMPLOYEES ON PROCEDURES, CERTIFICATION, TESTING AND RELATED PRACTICES.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 1 Year of Related Experience

Job Required Knowledge

- 1 YEAR RELATED EXPERIENCE MUST BE WITH PRETRIAL SERVICES OR CLOSELY RELATED FIELD

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL
- SOME TRAVEL

Job Preferred Knowledge

- SUPERVISORY EXPERIENCE

Job Duties

- TRAIN NEW AND EXISTING EMPLOYEES TO PREPARE FOR CERTIFICATION, TESTING, PROGRAMS AND OTHER PRACTICES
- PLAN AND COORDINATE TRAINING FOR PRETRIAL SERVICES, INCLUDING OVERSIGHT OF PROGRAM FACILITIES, TRAVEL LODGING, FOOD AND BEVERAGE SERVICES, EQUIPMENT, CONSULTANTS AND FACULTY
- ASSIST WITH EDUCATIONAL CURRICULA, PROGRAMS, POLICIES, AND PUBLICATIONS
- MAINTENANCE AND TRAINING OF RELATED DIRECTORIES
- OTHER DUTIES AS ASSIGNED



Trainer - Records

Details

Job ID : 451

Title : Trainer - Records

Job Code : 823

Salary : \$2,185.00 (Monthly)

Grade : 8

Tenured : YES

Job Departments

- Court Services - Records and Statistics

Purpose

RESPONSIBLE FOR TRAINING NEW EMPLOYEES TO PROCESS RECORD REQUESTS IN A 24/7 PROGRAM.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 1 Year of Related Experience

Job Required Knowledge

- 1 YEAR OF RELATED EXPERIENCE MUST BE WITH COURTNET OR CLOSELY RELATED SYSTEMS

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL

Job Preferred Knowledge

- SUPERVISORY EXPERIENCE

Job Duties

- TRAIN NEW EMPLOYEES ON PROCESSING RECORD REQUESTS
- TRAINING EMPLOYEES ON PROCESSING AND AUDITING MONIES RECEIVED
- ASSIST WITH PROCESSING WHEN NEEDED
- OTHER DUTIES AS ASSIGNED
- MAY INCLUDE NIGHTS, WEEKENDS, AND HOLIDAYS
- SOME TRAVEL IS REQUIRED



Unit Supervisor - Accessioning

Details

Job ID : 240

Title : Unit Supervisor - Accessioning

Job Code : 1224

Salary : \$3,149.00 (Monthly)

Grade : 12

Tenured : YES

Job Departments

- Court Services - Records and Statistics

Purpose

RESPONSIBLE FOR SUPERVISING THE ACCESSIONING STAFF, ACCESSING AND MONITORING RECORDS MANAGEMENT AND LONG-TERM STORAGE OF COURT RECORDS ON A STATEWIDE BASIS

Required Qualifications

Education : 4 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 5 Years of Related Experience

Job Required Knowledge

- 5 YEARS RELATED EXPERIENCE MUST BE IN RECORDS MANAGEMENT OR CLOSELY RELATED FIELD

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL
- MUST BE ABLE TO LIFT 50 POUNDS
- STATEWIDE TRAVEL WITH OVERNIGHT REQUIREMENTS

Job Preferred Knowledge

- EXPERIENCE WITH COURT OF JUSTICE RETENTION SCHEDULES, EXPERIENCE IN RECORD STORAGE, AND PRESERVATION
- KNOWLEDGE AND USE OF SCANNING, MICROFILM OR OTHER ALTERNATIVE MEDIA WOULD BE BENEFICIAL.
- SUPERVISORY EXPERIENCE

Job Duties

- LONG-TERM STORAGE, TRANSPORTATION AND MANAGEMENT OF COURT RECORDS
- SUPERVISE STAFF, MONITOR, ASSESS AND OTHERWISE ASSIST AOC IN MANAGING RECORD INFORMATION ON A STATEWIDE BASIS
- COORDINATE WITH KDLA FOR ON POLICY AND EXPENDITURES
- PREPARE TRANSMITTAL DOCUMENT FOR KDLA FOR STORAGE AND RETRIEVAL OF RECORDS
- PREPARE THE DESTRUCTION CERTIFICATE FOR ELIGIBLE RECORDS
- OTHER DUTIES AS ASSIGNED



Unit Supervisor - Field Support

Details

Job ID : 247

Title : Unit Supervisor - Field Support

Job Code : 1219

Salary : \$3,149.00 (Monthly)

Grade : 12

Tenured : YES

Job Departments

- Court Services - Records and Statistics

Purpose

RESPONSIBLE FOR SUPERVISING THE DEVELOPMENT, COORDINATION, AND IMPLEMENTATION OF TRAINING AND CONTINUING EDUCATION PROGRAMS FOR COURT SERVICES.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 5 Years of Related Experience

Job Required Knowledge

- 5 YEARS OF RELATED EXPERIENCE MUST BE IN COURT SERVICES OR CLOSELY RELATED FIELD

Job Skills/Abilities

- ADVANCED COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL

Job Preferred Knowledge

- SUPERVISORY AND TRAINING EXPERIENCE PREFERRED

Job Duties

- SUPERVISE PROCEDURES, CERTIFICATION, TESTING AND RELATED PRACTICES
- MONITOR THE PRODUCTION AND ASSESSMENT OF REPORTS TO ASSIST IN STATEWIDE MANAGEMENT
- SUPERVISE PERSONNEL FUNCTIONS IN CENTRAL OFFICE
- IMPLEMENT CENTRAL OFFICE DIRECTIVES
- OTHER DUTIES AS ASSIGNED
- MAY INCLUDE NIGHTS, WEEKENDS, AND HOLIDAYS
- SOME TRAVEL IS REQUIRED



Unit Supervisor - Records

Details

Job ID : 238

Title : Unit Supervisor - Records

Job Code : 1221

Salary : \$3,149.00 (Monthly)

Grade : 12

Tenured : YES

Job Departments

- Court Services - Records and Statistics

Purpose

RESPONSIBLE FOR COORDINATING AND SUPERVISING ALL DUTIES AND PROGRAMS WITHIN A 24/7 OPERATION. THIS ENTAILS SEEING THAT ALL NECESSARY ADMINISTRATIVE FUNCTIONS ARE CARRIED OUT AND COMPLETED. IMPLEMENTS CENTRAL OFFICE DIRECTIVES AND ALSO INFORMS CENTRAL OFFICE OF LOCAL OFFICE NEEDS AND PROBLEMS.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 5 Years of Related Experience

Job Required Knowledge

- EXPERIENCE WITH WINDOWS AND MICROSOFT OFFICE SUITE
- 5 YEARS OF RELATED EXPERIENCE MUST BE IN COURT SERVICES OR CLOSELY RELATED FIELD

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL

Job Preferred Knowledge

- SUPERVISORY EXPERIENCE

Job Duties

- COORDINATE AND SUPERVISE DUTIES WITHIN 24/7 RECORDS UNIT
- OVERSEE SPECIAL PROJECTS RELATED TO SBE, KBA, AND OTHER ORGANIZATIONS
- DEVELOPMENT AND UTILIZATION OF COURTNET APPLICATIONS
- OTHER DUTIES AS ASSIGNED
- MAY INCLUDE NIGHTS, WEEKENDS, AND HOLIDAYS
- SOME TRAVEL IS REQUIRED



Verification Specialist - SBE

Details

Job ID : 489

Title : Verification Specialist - SBE

Job Code : 843

Salary : \$2,185.00 (Monthly)

Grade : 8

Tenured : YES

Job Departments

- Court Services - Records and Statistics

Purpose

RESPONSIBLE FOR VERIFYING CONVICTED FELONS ARE IN COMPLIANCE WITH THE STATUTES AND THE POLICIES AND PROCEDURES OF STATE BOARD OF ELECTIONS AND AOC.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 1 Year of Related Experience

Job Required Knowledge

- 1 YEAR OF RELATED EXPERIENCE MUST BE WITH COURTNET OR CLOSELY RELATED SYSTEMS

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL
- ABILITY TO WORK UNDER MINIMAL SUPERVISION

Job Preferred Knowledge

- EXPERIENCE WITH KENTUCKY REVISED STATUTES

Job Duties

- PERFORMS FIELD VISITS TO EXAMINE CIRCUIT COURT CASES
- INTERPRETS KRS RELATED TO REVIEWED CIRCUIT COURT CASES
- ENSURES COURTNET ACCURACY BY COPYING AND REVIEWING CASE FILES
- PROVIDES INITIAL REPORTS TO CENTRAL PRETRIAL OFFICE FOR FINAL REVIEW BEFORE NOTIFICATIONS ARE MADE TO THE STATE BOARD OF ELECTIONS
- MAY PROCESS RECORD CHECKS FOR DISSEMINATION
- MAY RESOLVE SYSTEM PROBLEMS AND CUSTOMER COMPLAINTS
- EXTENSIVE TRAVEL IS REQUIRED
- OTHER DUTIES AS ASSIGNED